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DEPARTMENT OF DEFENSE
DEFENSE INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

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DIA DECLASSIFICATION/RELEASE INSTRUCTIONS ON FILE

Colonel L. K. White
Deputy Director (Support)
Central Intelligence Agency
2430 E. Street, N. W.
Washington, D. C. 20505

Dear Colonel White:

This Agency is now critically appraising its entire Records Management Program.

Several sources, including the National Archives and Records Management Service of GSA have cited the CIA Records Administration Program for being one of the best and most comprehensive programs known to them in the Federal Government.

For this reason, and because of the functional similarity and common purpose of CIA and DIA, I believe we could benefit greatly from your experience in managing administrative and intelligence records.

We would therefore deeply appreciate your making available to us copies of all published material, both classified and unclassified, relating to your Records Management Program, including any regulations, handbooks and manuals, plans, program forms, training materials and like aids.

Furthermore, we would appreciate it if arrangements could be made for our Records Systems Officer, Mr. [REDACTED] to establish a continuing liaison with your own Records Administrator and with other activities in CIA as your Records Administrator might consider necessary or advantageous.

[REDACTED] currently is cleared for Top Secret.

FOR THE DIRECTOR:

[REDACTED]

Colonel, USAF
ACofS/Admin

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